For each new event edition:

\*DSG events – all files \***specific**\* to DSG events, including reports

* + DSGX Dec 20XX – etc, one folder for each DSG event
    - Document packs – All custom files for the particular event
    - Challenges – All core files per challenge, including legal – these should be moved over from pipeline when contracts are signed
    - Outputs
      * Reports
      * Per challenge
        + Code – per challenge
      * Presentations – the videos
    - Finance – Base income and expenditure for the event – should not include people time
      * Receipts, including electronic travel receipts from delegates
      * Pictures – any event photos can be saved here for future use.